

Warren County Animal Control and Adoption Center Assistant Job Description

Summary

The assistant is responsible for the overall care of all the animals within the shelter. The responsibilities will vary based on the current needs of the shelter. Under supervision of the Animal Control Director, provides for the constant cleanliness of cages, runs, and shelter areas and the proper feeding and care of all sheltered animals.

Required Qualifications:

The successful applicant must be at least 18 years old; have a high school diploma or equivalent; possess a valid Tennessee Drivers License; have experience working with animals; be physically able to lift at least 100 pounds; possess excellent people skills and communication skills; possess basic computer skills; and be able to perform other duties as assigned to meet the department's needs.

Major Duties:

- Follow the center's procedures.
- Unpacking, labeling, and stocking of shelter supplies and donations.
- Recognize and record any unusual condition/abnormal behavior of sheltered animals.
- Report signs of illness, disease, injury, or unusual activity to Director.
- Feed each animal as prescribed.
- Receive animals to be admitted for center care and be responsible for their proper identification and for recording their respective locations.
- Release animals to their owners as instructed by the Director.
- Assist with the administration of medications or with restrain.
- Make sure cages and animals are properly numbered and identified.
- Clean and sanitize all cages, kennels, runs, water/food containers, and related areas.
- Maintain equipment used to complete job assignments and keeping such equipment and tools in good working condition. Keep equipment and tools put away in proper storage areas.
- Make visits/calls for pick-up and/or transfer of animals.
- Occasional weekend work may be required.
- Other duties as assigned.

Skills and Knowledge:

Apply knowledge and skills in controlling/handling individual animal temperament. Have ability to gain animal confidence when retraining them for transport, care, and/or treatment. Housekeeping duties for all areas. Ability to restrain for procedures performed by staff.

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